



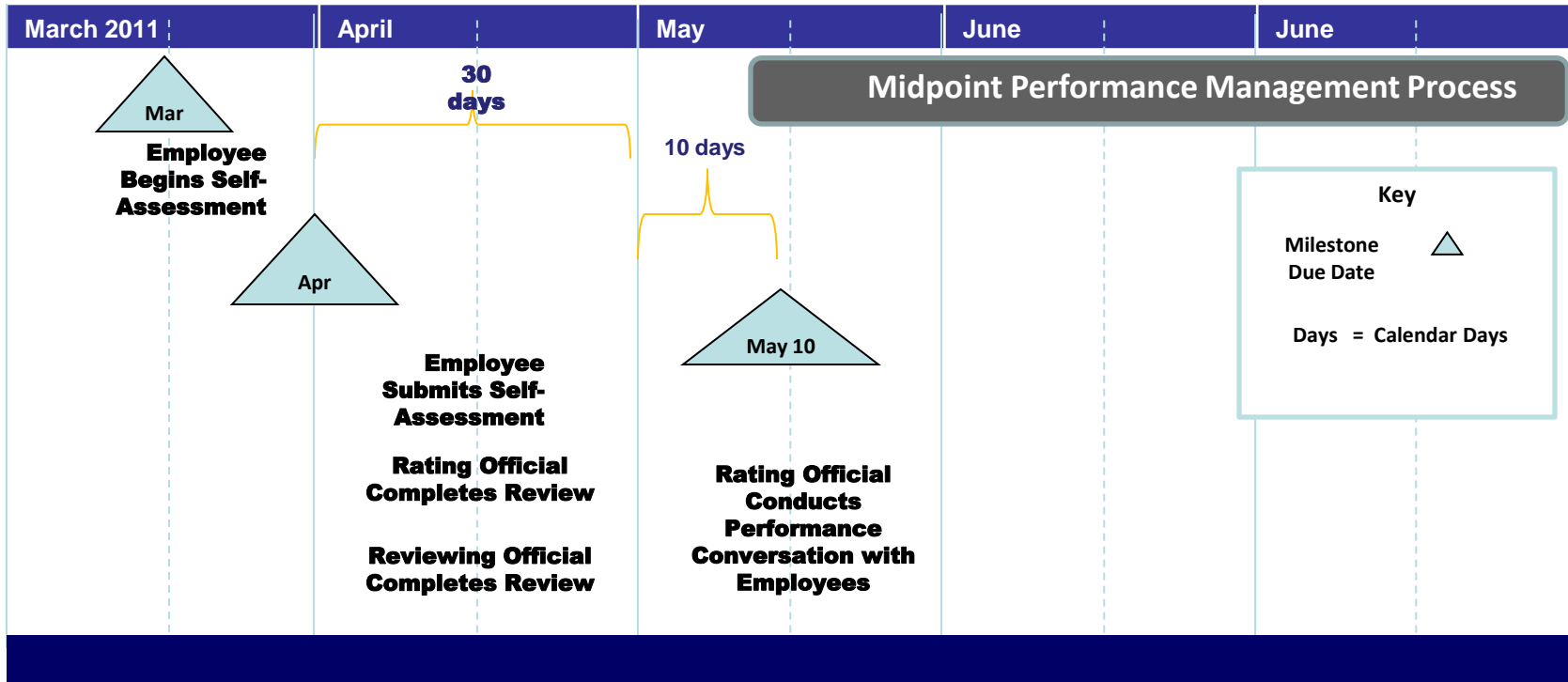
Army DCIPS Midpoint Review Process Overview

Revised March 2011





Midpoint Process Timeline





Midpoint Process



- Participants:
 - Army DCIPS community

- Purpose:
 - Status check of employee's performance against performance objectives and elements
 - Open dialogue between supervisors and employees

- Process:
 - Employees complete a self-report of accomplishments in the PAA tool
 - Supervisors write a narrative of the employee's performance in the PAA tool
 - Supervisors and employees meet to discuss performance and make necessary changes to performance objectives and IDPs



Self-Report of Accomplishments



- Narrative description of your accomplishments against performance objectives and performance elements
- Consists of two parts:
 - Tracking your accomplishments throughout the year
 - Writing up your accomplishments at the midpoint and end of the performance cycle
- Completing the self-report of accomplishments takes only a few minutes when you track your accomplishments regularly



Tracking Your Accomplishments



- Review your performance plan
- Talk with your supervisor
 - Clarify performance expectations
 - Clarify expectations for the Self-Report of Accomplishments
- Determine where you will track your accomplishments
- List performance objectives and performance elements with space below each. As you accomplish something significant, note it under the corresponding objective or element
- Note challenges that you faced and how you fared
- Get in the habit of regularly (weekly or biweekly) documenting your accomplishments

****If you haven't been tracking your accomplishments, you can start now and it will help you at the end of the performance cycle***



Tracking Your Accomplishments



Tracking Methods

- Use the “My Journal” tab in the PAA Tool
- Utilize the DCIPS Employee Performance Journal located on the Army DCIPS website
- Keep a journal of work accomplishments at your desk
- Use the Calendar or Note functions in Microsoft® Outlook®

Available Resources

- *Employee Self-Report of Accomplishments Overview* dated September 2010 located on the Army DCIPS website
- USD(I) provided *iSuccess* training

<http://dcips.dtic.mil/iSuccess/>



Writing the Self-Report of Accomplishments



- Compile notes taken throughout the year
- Compile any feedback or supporting documentation that you have collected
- Write a narrative for each performance objective and each performance element
 - Restate your understanding of objectives and elements
 - Stick to the facts
 - Make the connection between what you did and how it has impacted your organization
 - Include any instances where you went above and beyond
 - Consider using the STAR method



Self-Report of Accomplishments



S

Situation. What was the situation I faced?

T

Task. What was the overall task in that situation?

A

Action. What specific action did I take?

R

Result. What result did my action produce?



Performance Conversation



- What is it?
 - A performance dialogue between supervisors and employees focusing on achievements to date, performance objectives, IDPs and management resources
 - The goal of the performance appraisal discussion is to gain understanding – not agreement – on the assessment, the factors used in making it, and the standards the rater expects the individual to meet
- No numerical ratings are assigned during the midpoint process



Performance Conversation



- Employees and Rating Officials use the following scale to rate employees on the performance objectives and elements:





Performance Conversation



- Preparing for the midpoint review conversation
 - Review your performance plan, both performance objectives and performance elements
 - Review progress against your IDP
 - Collect any feedback you have received
 - Update your Self-Report and share it with your supervisor
 - Develop questions for your supervisor
- The midpoint review provides an excellent opportunity to confirm the accuracy of the performance plan and make course corrections as necessary



Conversation Framework **DCIPS INTERIM**

Do's

- Review (and bring) appropriate documentation
- Prepare, share, and stick with an agenda
- Establish ground rules for the meeting (e.g., fact and observable-behavior focus)
- Notify attendee(s) of time, location, and purpose
- Listen actively, ask clarifying questions
- Strive for positive, mutual outcomes

Don't

- Let emotions get out of control
- Expect the other person to do all the talking
- Ask questions that the other person is not able (or not allowed) to answer
- Turn the conversation into a win-lose debate



Conversation Tips



Rating Official

- Prepare to discuss strengths and developmental opportunities
- Anticipate any probable objections and practice responses
- Acknowledge employee concerns
- Remain calm, professional, and objective
- Avoid any subjective conclusions

Employee

- Ask clarifying questions
- Ask for developmental opportunities
- Remain calm, professional, and objective
- Request a follow up meeting, if needed



What to do if...



If employee...	Supervisor should...
Refuses to complete the self assessment	<ul style="list-style-type: none">▪ Convey importance and value of the self assessment in the process▪ Spell out consequences (i.e., impact on performance elements)▪ Contact organization's leadership and/or seek guidance through chain of command
Reacts defensively to your feedback	<ul style="list-style-type: none">▪ Listen to the employee's perspectives▪ Refer to concrete examples that clarify your position▪ Focus on shared goals and steps for improvement that benefit both of you▪ Request a list of accomplishments and reschedule meeting so you can prepare
Becomes emotional	<ul style="list-style-type: none">▪ Remain calm and avoid reacting to the situation▪ Allow the employee time to gain composure▪ Reiterate that this session is an opportunity for discussion▪ Suggest a later time/date for continuing the discussion
Becomes agitated or aggressive	<ul style="list-style-type: none">▪ Remain calm▪ Instruct employee to leave and reschedule when calm▪ If you feel threatened, leave and contact security



Performance Management Resources



- Writing SMART Performance Objectives
 - DCIPS Performance Management Handbook (*included in Performance Management Toolkit on Army DCIPS website*)
 - Refer to the IC Performance Standards in the Appendix
 - DCIPS Performance Management Job Aids (*included in Performance Management Toolkit on Army DCIPS website*)
- Writing Self-Report of Accomplishments
 - DCIPS Performance Management Handbook (*included in Performance Management Toolkit on Army DCIPS website*)
 - Employee Self-Report of Accomplishments Overview (*included in the Midpoint Toolkit on Army DCIPS website*)



Conclusion



- If you haven't already done so, start tracking your accomplishments for your Employee Self-Report
- Keep the lines of communication open with your supervisor and discuss performance expectations, self-report expectations, and your progress to date
- Spend time NOW preparing for your midpoint review